



DEPARTMENT OF THE TREASURY  
FINANCIAL CRIMES ENFORCEMENT NETWORK

## VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENTNUMBER : FINCN/02-040KRH

OPENING DATE : 12/06/02

CLOSING DATE : 01/06/03

POSITION : Security Officer

SERIES AND GRADE : GS-0080-14 (FPL: GS-14)

NUMBER OF VACANCIES : One

SALARY RANGE : \$78,265 to \$101,742 per annum

ORGANIZATION : Department of the Treasury  
Financial Crimes Enforcement Network (FinCEN)  
Office of Management

DUTY STATION : Vienna, Virginia

APPLICATIONS WILL  
BE ACCEPTED FROM : Present and former Federal employees with  
competitive status within the Washington, DC  
commuting area.

**SUMMARY OF DUTIES:** The Security Officer directs activities for a full array of security services for the Financial Crimes Enforcement Network (FinCEN). The functions include personnel, physical, information and computer, and industrial security. The Security Officer oversees the development of program objectives, policies, strategic plans, and procedures and serves as a key advisor to senior management officials. The FinCEN security office conducts security investigations and grants clearances and actively manages the handling of classified information, including the vulnerability of computer information. The employee will direct the activities of a staff of about five security specialists in carrying out these very important functions.

**SUMMARY OF QUALIFICATION REQUIREMENTS:** Applicants must have one year of specialized experience equivalent to the next lower grade level. Specialized experience is experience that equipped the applicant with the particular knowledge, skills and abilities to perform successfully the duties of the position, and that is typically in or related to the work of the position to be filled.

**Other:** Applicants must have demonstrated in their work experience or training they possess, or have the potential to develop, the quality of successful supervision.

**TIME-IN-GRADE REQUIREMENT:** Applicants must have 52 weeks of Federal service equivalent to the next lower grade level. Applicants must meet time-in-grade and qualification requirements within 60 days from the closing date of this announcement.

**SELECTIVE FACTOR:** Candidates must have advanced knowledge of Federal personnel security, information security, and physical security to be considered for this position. (Applicants must address their knowledge level on bond paper.)

**APPLICANTS WILL BE EVALUATED AGAINST THE FOLLOWING CRITERIA:**

- 1. Mastery of Federal security laws, regulations, and practices that govern personnel security, including identifying the position sensitivity of jobs and determining and carrying out the investigation processes for clearance of individuals.** (Applicants must describe their responsibilities relevant to the management of personnel security functions.)
- 2. Mastery of Federal security laws, regulations, and practices that govern physical security of personnel, facilities and property, including a sensitive compartmented information facility (SCIF).** (Applicants must describe their responsibilities relevant to the management of physical security functions.)
- 3. Mastery of Federal security laws, regulations, and practices that govern the classification and protection of sensitive and classified information and documents, including computer systems and the information available on them.** (Applicants must describe their responsibilities relevant to the management of information security functions.)
- 4. Demonstrated ability to develop strategic plans and objectives, policies, procedures, guidelines, reports, and analyses concerning the administration of a range of security functions for a Federal agency.** (Applicants must describe their responsibilities for conducting these program oversight responsibilities.)
- 5. Ability to manage resources in carrying out a range of security functions. Experience includes providing technical and administrative direction to a staff of security specialists, as well as developing and administering operating budgets.** (Applicants must describe their experience in managing human resources, budgets, and equipment.)
- 6. Ability to effectively promote Equal Employment Opportunity Programs.** (Applicants must address their experience in effectively promoting EEO Programs.)

**Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply.**

**CONDITIONS OF EMPLOYMENT AND OTHER REQUIREMENTS OF THIS VACANCY:**

**Background Investigation:** This position is a sensitive position and the tentative selectee must be able to obtain and maintain a TS/SCI status as a condition of placement/retention in the position.

**Drug Screening:** The position which may be filled under this announcement has been identified as a Testing Designated Position under the U.S. Customs Service, Drug-Free Workplace Program. Satisfactory completion of the drug test is a condition of placement and/or employment in the position and incumbents of this position are, thereafter, subject to Random Drug Screening.

**Supervisory/Managerial Probationary Period.** Selectee may be required to serve a one-year probationary period upon appointment to this position. Completion of an appropriate supervisory training course during the probationary period is required.

**Tax Record Check.** Selectee is subject to the requirement of the U.S. Department of the Treasury to undergo a pre-appointment as well as an annual income tax filing record check.

**Statement of Employment and Financial Interests is Required.**

**Other Information:**

Eligible CTAP/ICTAP employees within the commuting area who submit documentary evidence of eligibility (RIF notice or certificate of expected separation or other agency certification) and are found well qualified will receive selection priority as provided by regulations. In order to be determined well qualified, candidates must receive an excellent or good score when rated against each primary criterion.

Vacancy Announcement: FINCN/02-040KRH  
Closing Date : 01/06/03

Eligible displaced employees of the former Panama Canal Zone who submit documentary evidence of eligibility (a RIF separation notice) and are found well qualified will receive special selection priority to positions throughout the continental United States.

Eligible displaced employees of the District of Columbia Department of Corrections who submit documentary evidence of eligibility (a RIF separation notice) and are found qualified will receive selection priority to positions throughout the continental United States.

All candidates **MUST** be a citizen of the United States and present proof of citizenship, if selected.

Male applicants born after December 31, 1959, must certify that they have registered with the Selective Service System or are exempt from having to do so under Selective Service law, if selected.

**All Financial Crimes Enforcement Network employees are required to participate in Direct Deposit/Electronic Funds Transfer for salary payments.**

**No Relocation Expenses will be paid.**

**The full performance level of this position is GS-14.**

Financial Crimes Enforcement Network (FinCEN) employees **MUST** include the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and submit a copy of their current performance appraisal.

All other applicants **MUST** submit a copy of their most recent performance appraisal, the OF 612 "Optional Application for Federal Employment" or resume, address the evaluation criteria on plain bond paper to receive full consideration, and provide a copy of their most recent SF-50, Notification of Personnel Action.

To obtain a copy of the OF 612 "Optional Application for Federal Employment", log onto [www.usajobs.opm.gov/OF612.htm](http://www.usajobs.opm.gov/OF612.htm).

**SUBMIT APPLICATION MATERIALS TO:**

Application materials **MUST** be mailed to:

**Financial Crimes Enforcement Network  
Human Resources  
Vacancy Announcement: FINCN/02- 040KRH  
P.O. Box 39  
Vienna, VA 22183-0039**

**For additional copies of this Vacancy Announcement, please call: 1-800-944-7725.**

**For additional information, please call Eileen Brown (703) 905-3710. TDD (703) 905-3839**

**NOTES:** All application materials **MUST** be sent to the mailing address shown. All materials and the envelope **MUST** include the vacancy announcement number. There may be delays in the receipt and processing of improperly addressed correspondence. FAX documents will not be accepted. Applications are not to be mailed in U.S. Government "For Official Use Only" postage and fees paid envelopes. Individuals submitting applications material using U.S. Government, "Official Use Only" postage and fees paid envelopes will not receive consideration under the vacancy announcement. Applications will become part of the vacancy announcement case file and will not be returned to the applicant. Acknowledgment of receipt will be sent to all applicants.

The Financial Crimes Enforcement Network (FinCEN) provides reasonable accommodations to applicants with disabilities on a case-by-case basis. Applicants should notify the point of contact on this vacancy announcement if a reasonable accommodation is needed for any part of the application and hiring process.

**The Financial Crimes Enforcement Network (FinCEN) is an Equal Opportunity Employer. All**

Vacancy Announcement: FINCN/02-040KRH  
Closing Date : 01/06/03

**candidates will be considered regardless of their race, color, religion, sex, national origin, age, sexual orientation, protected genetic information, status as a parent, lawful political affiliation, marital status, physical/mental disability (if not a job factor), membership or non-membership in an employee organization, or any other non-merit factor.**